



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE
WASHINGTON DC

September 21, 2004

MEMORANDUM FOR SAF/MR

FROM: AF/SG

SUBJECT: Fiscal Year (FY) 2005 Air Force Nurse Officer Special Pay Plan

The attached FY05 Air Force Nurse Officer Special Pay Plan is in accordance with the FY05 Health Affairs Plan. The FY05 special pay rates are supportable within the Medical Special Pays budget allocation for FY05.

My point of contact is Major Judy Luce, Program Manager, Force Sustainment. She can be reached at DSN 297-4524, commercial (202) 767-4524 or e-mail: judy.luce@pentagon.af.mil.

A handwritten signature in blue ink, which appears to read "George Peach Taylor, Jr.", is positioned above the printed name.

GEORGE PEACH TAYLOR, JR
Lieutenant General, USAF, MC, CFS
Surgeon General

Attachment:

FY05 Air Force Nurse Officer Special Pay Plan

FISCAL YEAR 2005 (FY05) AIR FORCE NURSE OFFICER
SPECIAL PAY PLAN

A. PURPOSE: To promulgate pay rates and policy for the FY05 nurse officer special pay program.

B. APPLICABILITY: The provisions of this policy memorandum apply to the Air Force.

C. NURSE ACCESSION BONUS (NAB):

1. ELIGIBILITY: To be eligible for the accession bonus, the individual must:

- a. Be a graduate of an accredited school of nursing and
- b. Be qualified to become and remain a licensed registered nurse and
- c. Be fully qualified to hold an appointment as a commissioned officer and
- d. Execute a written agreement to accept a commission as an officer of the Air Force designated as a nurse and to serve on active duty for a period of not less than four years consistent with the needs of the Air Force.
- e. Not have received Department of Defense (DoD) or the Department of Health and Human Services financial assistance to pursue a course of study in nursing in exchange for an agreement to accept an appointment as a nurse officer. This includes, but is not limited to, participants of the Armed Forces Health Professions Scholarship Program (AFHPSP) and Financial Assistance Program (FAP).
- f. Not be an officer holding an appointment as a nurse officer in either the active or Reserve component.
- g. If a former nurse officer who no longer holds an appointment, and is otherwise eligible, must have been discharged from any Uniformed Service at least two years prior to execution of the written agreement to receive the accession bonus.

2. AMOUNTS: The Air Force may, upon acceptance of the written agreement, pay an accession bonus to an eligible individual. The total amount awarded will be an amount not to exceed \$15,000. Effective 1 October 2004 the NAB is \$15,000. Anyone who met an accession board on or after 1 October 2004 and who is eligible per para C1 above may be paid a NAB upon acceptance of a written agreement.

3. ENDORSEMENT REQUIREMENTS: All NAB agreements must be endorsed by the Recruiting Flight Commander or designee. Endorsements must include a typed or stamped signature block for identification purposes.

4. SUBMISSION REQUIREMENTS:

a. All NAB agreements must be initialed by the requesting member at the bottom of each page. Agreements received by HQ AFRS without the appropriate initials and signatures will be returned without action.

b. NAB pay will be received in lump sum at the member's first permanent duty station.

5. RECOUPMENT:

a. An officer who receives an NAB and who fails to become and remain licensed as a professional registered nurse during the continuous four-year period for which the payment is made shall refund to the United States an amount equal to the full amount of such payment.

b. For an officer who is dismissed or discharged for cause or permanently disqualified for further military service, (such as misconduct, willful neglect, unauthorized absence) or voluntarily terminates the ADO, the unearned NAB pay will be recouped by the government on a pro rata basis based on length of ADO actually served, unless the failure to complete the period of active duty specified in the agreement is due to:

(1) Death or disability that is not the result of misconduct or willful neglect and not incurred during a period of unauthorized absence, or

(2) Separation from the military service by operation of law or regulation of DoD or the Air Force, when waiver for recoupment has been approved by the Service Secretary, or

(3) In other cases, when ASD(HA) determines recoupment is not in the best interest of the Government.

c. An obligation to reimburse the United States is, for all purposes, a debt owed to the United States.

6. BANKRUPTCY: A discharge in bankruptcy under Title 11 that is entered less than five years after the termination of the NAB agreement does not discharge a person from a debt arising under such agreement or paragraph 5. This provision applies to any case commenced under Title 11 after October 1 2004.

7. AUTHORITY: The Nurse Officer Accession Bonus is under the authority of 37 U.S.C. 302d, as amended by section 615 of the National Defense Authorization Act for Fiscal Year 2003 (Pub. L. No.107-343).

8. NAB PROGRAM MANAGEMENT: HQ AF/RSOC is the program manager for the NAB. HQ AF/RSOC will accomplish and disseminate applicable guidance and agreements in compliance with the FY05 Air Force Nurse Officer Special Pay Plan.

D. INCENTIVE SPECIAL PAY (ISP) FOR CERTIFIED REGISTERED NURSE ANESTHETISTS (CRNA)

1. ELIGIBILITY: A commissioned officer serving in a pay grade below 0-7 who:
 - a. Is an officer of the Air Force designated as a nurse; and
 - b. Is on active duty under a call or order to active duty for a period of not less than one year; and
 - c. Executes a written agreement to remain on active duty for a minimum of twelve months from the date of the agreement; and
 - d. Has an active, valid, full unrestricted nursing license; and
 - e. Is certified as a CRNA; and
 - f. Is a credentialed and privileged CRNA.

Note: The Surgeon General of the Air Force (or designee) may approve recommendations for ISP payments to credentialed CRNAs assigned to positions requiring a substantial portion of time performing military unique duties under adverse conditions or in remote OCONUS locations or that preclude the ability to spend appropriate time in a clinical setting. Requests for ISP under these conditions will include endorsement by the member's Medical Group Commander under Option II on the ISP agreement.

2. AMOUNTS: The Air Force may, upon acceptance of the written agreement, pay an incentive to an eligible individual at any one of the following annual amounts:

(a) \$6,000 per year for a one year agreement, subject to applicable State and Federal taxes, if the officer is under an active duty obligation (ADO) for initial CRNA training, or

(b) \$15,000 per year for a one year agreement, subject to applicable State and Federal taxes, if the officer has no ADO for initial CRNA training or if the officer has completed his/her ADO for initial CRNA training, or

(c) \$20,000 per year for a two year agreement, subject to applicable State and Federal taxes, if the officer has no ADO for initial CRNA training or if the officer has completed his/her ADO for initial CRNA training, or

(d) \$25,000 per year for a three year agreement, subject to applicable State and Federal taxes, if the officer has no ADO for initial CRNA training or if the officer has completed his/her ADO for initial CRNA training.

3. RENEGOTIATING CRNA ISP AGREEMENTS:

a. A CRNA must complete his/her current agreement prior to entering into a new CRNA agreement unless renegotiation into a new agreement is based on a rate increase or desire to enter into a longer ISP agreement. The unearned portion of the previous agreement will be recouped.

b. A CRNA with an existing ISP who is approaching mandatory retirement after completing at least 20 years of active service, may request to terminate the current ISP and execute a new 12 month agreement for the period covering the final year. The requesting member must submit a copy of their retirement orders and a new ISP, indorsed by the appropriate approval authority to HQ AFPC/DPAMF1. The unearned portion of the adjusted ISP will be recouped on a pro rata basis. **NOTE:** This paragraph is not applicable if the member is on a multiyear ISP agreement.

4. TERMINATION OF ENTITLEMENT TO SPECIAL PAY:

a. The Air Force Surgeon General, as designated by the Secretary of the Air Force, may terminate at any time an officer's entitlement to ISP. Reasons for termination may include, but are not necessarily limited to: loss of privileges; court-martial conviction; violations of the Uniform Code of Military Justice; failure to maintain an active, unrestricted license and/ or certification to practice as a CRNA; unprofessional conduct; medical incompetence; noncompliance with Air Force standards; substandard performance; or reasons that are in the best interest of the Air Force. If entitlement to the aforementioned special pay is terminated, the officer shall be paid, on a pro-rata basis, the portion served up to the official date of termination.

b. CRNA ISP constitutes a voluntary retention program and, unless a waiver is approved by the Secretary of the Air Force or designee, the CRNA will not be released from active duty before fulfilling the term of continuous active duty agreed to in paragraph 2 above, even if that obligation will extend beyond 20 years of active federal service. An officer who is approved to voluntarily terminate service on active duty before the end of the period agreed to be served will have the unearned pay recouped by the government on a pro rata basis based on length of ADO actually served.

c. An obligation to reimburse the United States under paragraph 4 is, for all purposes, a debt owed to the United States.

5. RECOUPMENT: Recoupment of ISP shall be conducted in accordance with Section 302(e) of Title 37 U.S.C. Also, DODPM, Part 1, chapters 5, 6, and 21 covers health professional special pay recoupment procedures. Recoupment will not be accomplished if one of the following situations applies:

a. Failure to complete the period of active duty specified in the agreement due to death or disability that is not the result of misconduct or willful neglect and not incurred during a period of unauthorized absence; or

b. Failure to complete the period of active duty specified in the agreement due to separation from the military service by operation of law or regulations of DoD or the Air Force, when a waiver for recoupment has been approved by the Secretary of the Air Force or designee.

6. BANKRUPTCY: A discharge in bankruptcy under Title 11 that is entered less than five years after the termination of the CRNA ISP agreement does not discharge a person from a debt arising under such agreement. This provision applies to any case commenced under Title 11 after November 29, 1989.

7. AUTHORITY: The CRNA ISP is under the authority of 37 U.S.C. 302e, as amended by section 615 of the National Defense Authorization Act for Fiscal Year 2003 (Pub. L. No.107-343).

8. ENDORSEMENT REQUIREMENTS:

a. Military Treatment Facility Commanders are the endorsing authority for agreements within their organization. Medical Center Vice-Commanders may be designated as the endorsing authority.

b. Military Treatment Facility Commanders should have their agreements endorsed by their rater.

c. Members eligible for special pays and who are assigned in staff agencies should have their agreements endorsed at the director level in their organization (i.e., MAJCOM, TRICARE Agencies).

d. Directors and MAJCOM personnel should have their agreements endorsed by their rater.

e. Members assigned to Air Force Element positions should have their agreements endorsed by the Commander of the Air Force Medical Support Agency (AFMSA), which is located at 110 Luke Avenue, Room 400, Bolling AFB, DC 20032-7050.

NOTE: Under no circumstance should a subordinate endorse agreements.

9. SUBMISSION REQUIREMENTS:

a. All FY05 CRNA ISP agreements must be obtained from the Medical Special Pays web page (http://www.afpc.randolph.af.mil/medical/Special_Pays/default.htm).

b. Each applicable block of the agreement must be **initialed** by the requesting member.

c. Each page of the agreement must be **initialed** by the requesting member at the bottom where indicated.

d. All agreements must be endorsed at the appropriate level as indicated in this document below. Endorsements must include a typed or stamped signature block for identification purposes. Agreements received by HQ AFPC/DPAMF1 without the proper endorsement and/or signature block will be returned without action.

e. For FY05 CRNA ISP agreements to be effective 1 October 2004, they must be received by HQ AFPC/DPAMF1 no later than 30 November 2004. Agreements received after 30 November 2004 will be effective the first day of the previous month in which DPAMF1 received the request (i.e., an agreement received 29 December will have an effective date no earlier than 1 November, etc.).

f. HQ AFPC/DPAMF1 **must** have the original CRNA ISP agreement to process the payment. Mail the original agreement to: HQ AFPC/DPAMF1, 550 C Street West, Suite 27, Randolph AFB TX 78150-4729. Faxed agreements will only be accepted on a case-by-case basis, when necessary, in support of members assigned at overseas/remote locations, and must be followed with the mailed original agreement.

g. Each member is ultimately responsible for requesting/monitoring his/her special pays. Follow local guidance, if any, to obtain endorsements and submit requests. NOTE: It is not a

HQ AFPC/DPAMF1 requirement that agreements be processed through the member's Military Personnel Flight (MPF).

10. CRNA ISP PROGRAM MANAGEMENT: HQ AFPC/DPAMF1 is the program manager for CRNA ISP. HQ AFPC/DPAMF1 will accomplish and disseminate applicable guidance and agreements in compliance with the FY05 Air Force Nurse Officer Special Pay Plan. The special pay agreements are available on website: http://www.afpc.randolph.af.mil/medical/Special_Pays/default.htm. All completed agreements should be mailed to HQ AFPC/DPAMF1.